**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Lead the solicitation process. Create RFQ for Subs and Suppliers for Projects.
* Perform project takeoffs as required.
* Work on update Heavybid Vendor database and quote module.
* Participate in cutover & preconstruction meetings with Project Team.
* Champion of estimate import process, HeavyBid and Job program.
* With assistance of estimator, lead the preconstruction document process, including major material purchase orders, subcontract agreements, and submittals process.
* Champion of Major Material PO Process using VP, issue, receive, & file signed POs from vendors
* Responsible for compiling subcontract agreements and subcontract change orders through the use of VP for PM review.
* Responsible for contract buy-out process for materialist subcontracts.

**JOB REQUIREMENTS**

* Proficient in Microsoft Office Product Suites, Viewpoint, P6 and Heavy Bid, Trimble Business Center.
* Exhibit leadership skills.
* Attend Prebid Meetings.
* Proficient in reading, writing, addition and subtraction.
* Knowledge of Siema’s job costing procedures.
* Valid driver’s license and ability to drive Siema’s vehicle.
* Strong organizational and communication skills.
* Physical Requirements:
  + Manually Lift/Carry 25-50 lbs.
  + Stand, walk or sit for long periods of time
  + Stoop, kneel, crouch, and crawl

**EDUCATION/WORK EXPERIENCE**

* Desired experience – 2 years’ construction experience.
* Desired education – BS in Civil Engineering, Construction Management, or equivalent experience.
* Siema Safety
* Continuing Education Certifications
* Employee/Safety Orientation

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**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**